

Thank you for your interest in using the  
Town of Fountain Hills' parks and facilities  
for your wedding and reception.



*Town of Fountain Hills*

*Wedding Packet*

*Community and Event Center  
and*

*Fountain Park*

16705 East Avenue of the Fountains, Fountain Hills, AZ 85268  
Phone 480-816-5100— Fax: 480-837-3145  
[www.fh.az.gov](http://www.fh.az.gov)

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## *Your Notes*

For questions or to schedule a tour of the Community Center, located at  
13001 N. La Montana Dr., Fountain Hills, Arizona,  
please contact our Event Coordinator  
at 480-816-5116 or [weddings@fh.az.gov](mailto:weddings@fh.az.gov)

For questions about Fountain Park, located at  
12925 N. Saguaro Boulevard, Fountain Hills, Arizona,  
please contact a Community Services Customer Service Representative  
at 480-816-5151 or [parksrec@fh.az.gov](mailto:parksrec@fh.az.gov)

## *Your Notes*

# *Town of Fountain Hills*

Dear Bride and Groom:

Thank you for your interest in Fountain Park and the Fountain Hills Community & Event Center for your upcoming wedding. We know that this can be an exciting and wonderful time for you, and it can also be filled with difficult decisions. We would like to help you find the perfect spot for your happy occasion in beautiful Fountain Hills, Arizona.

This booklet will help you find facility information for both venues. Fountain Park is a wonderful location for the wedding ceremony and our Event Center is available for ceremonies, receptions, or rehearsal dinners.

By contacting either the Parks or Community Center Departments, we can check the date availability for your event, quote the price, and assist with completing the reservation form. You may also be interested in having the “World Famous Fountain” operate during your ceremony as guests arrive or depart, or for photos before or after the ceremony.

You can obtain additional information on the Town’s website, [www.fh.az.gov](http://www.fh.az.gov) where you can download a detailed packet of information and review our wedding FAQ page. Thank you again for considering our lovely Fountain Hills for your wedding. Best Wishes!

Sincerely,

*Town of Fountain Hills Staff*



## *Your Notes*

**What restrictions are there on music or noise levels?**

Must comply with Town Code Section 1-1-7 Noise. Code can be found on our website at <http://www.fh.az.gov/town-code.aspx>

**Describe your parking areas.**

Fountain Park has two parking lots and on-street parking. Please refer to park map for specific locations.

**Is there handicap access?**

Yes, each facility complies with current ADA requirements.

**Do you have any special side rooms that can be rented out for the occasion?**

The Event Center (see page 10) has meeting rooms available to rent if additional space is needed. We also have a hotel located across the street from Fountain Park.

**Who would I speak with about booking the Event Center?**

You can download a detailed event packet at <http://www.fh.az.gov/community-center>, e-mail [weddings@fh.az.gov](mailto:weddings@fh.az.gov), or call the Event Coordinator at 480-816-5116 for additional information.

**Can I have the Fountain operate during my event?**

The Fountain runs seven days a week from 9:00 a.m. to 9:00 p.m., for 15 minutes at the top of the hour. You can choose to have the Fountain run for additional time, however, there is a fee. The Fountain is equipped with a wind gauge and if winds gust more than 10 mph, it will automatically shut down.

## *Beautiful Setting*



## *World Famous Fountain*



## *Make Your Wedding Plans Today*



The Fountain Hills Community Center is set in one of the most beautiful locations in the area, surrounded by the Superstition and McDowell Mountains, Red Mountain and the Sonoran Desert. The beautifully appointed Grand Ballroom offers sweeping views of the Four Peaks and Fountain Hills' world famous fountain. The Grand Ballroom provides 8,100 square feet of elegant space and can hold up to 450 people in a typical banquet setting. The 5,000 square foot lobby can be used for wedding ceremonies and cocktail receptions, and flows smoothly into the ballrooms. A 990 square foot prep kitchen is an extra benefit for caterers. Fountain Park, just two blocks away, is also available for wedding ceremonies and/or receptions.

#### **Rental Information**

**All events must end by 11:00 p.m. and will have one hour to exit the building by midnight.**

At the time your event is booked we require:

- Event date
- Rooms requested and estimated guest count
- Window of time you would like to book
- Contact Information of main contact (mailing address, phone number(s))
- Credit Card number (Visa, MasterCard, or Discover only)
- The person whom the event is for (i.e. bride/groom) must be the individual booking the room and signing the contract. A third party may make payments.

#### **Ballroom Cancellation/Date Change**

**One-half of all ballroom rental fees are non-refundable.** 120 days notice prior to event date is required in order to receive the remaining amount. Otherwise all payments are forfeited. Cancellations must be sent in writing.

#### **Damage Deposit**

A damage deposit of \$50 per ballroom is required for ballroom events. The amount to be refunded will be determined by the Center Director or designee upon inspection of Center immediately following the event. In order to receive a refund you must check out with the Manager on Duty before exiting the facility.

Refunds will be returned by mail or a credit to the original card, refunds may take up to six weeks.

## ***Fountain Park***

#### **Park Hours of Operation:**

Sunrise to sunset.

#### **Can I have a horse drawn carriage?**

Yes, however a certificate of liability insurance would be required.

#### **Is a wedding arch available?**

We have one wrought iron wedding arch available for rent. The arch is reserved on a first come, first serve basis and will be set up by the Park staff prior to your event start time.

#### **Do you provide rental equipment?**

No rentals are available at Fountain Park. Tents and other rentals are allowed in the park with prior approval. The park has sprinklers and other infrastructure that needs to be marked prior to any items being set up so that no damage occurs.

#### **What if I wanted to serve liquor at my event?**

Beer and wine only are permitted at Fountain Park with the purchase of a separate Park Alcohol Permit, which is good for up to 50 consuming adults. No hard liquor is permitted.

#### **What restrictions (if any) are there on decorations?**

All fire code regulations must be followed, including tents at Fountain Park. We do not allow any items, such as floating candles, to be placed in the lake.

#### **If your site is in a public location, is the couple required to get any permits?**

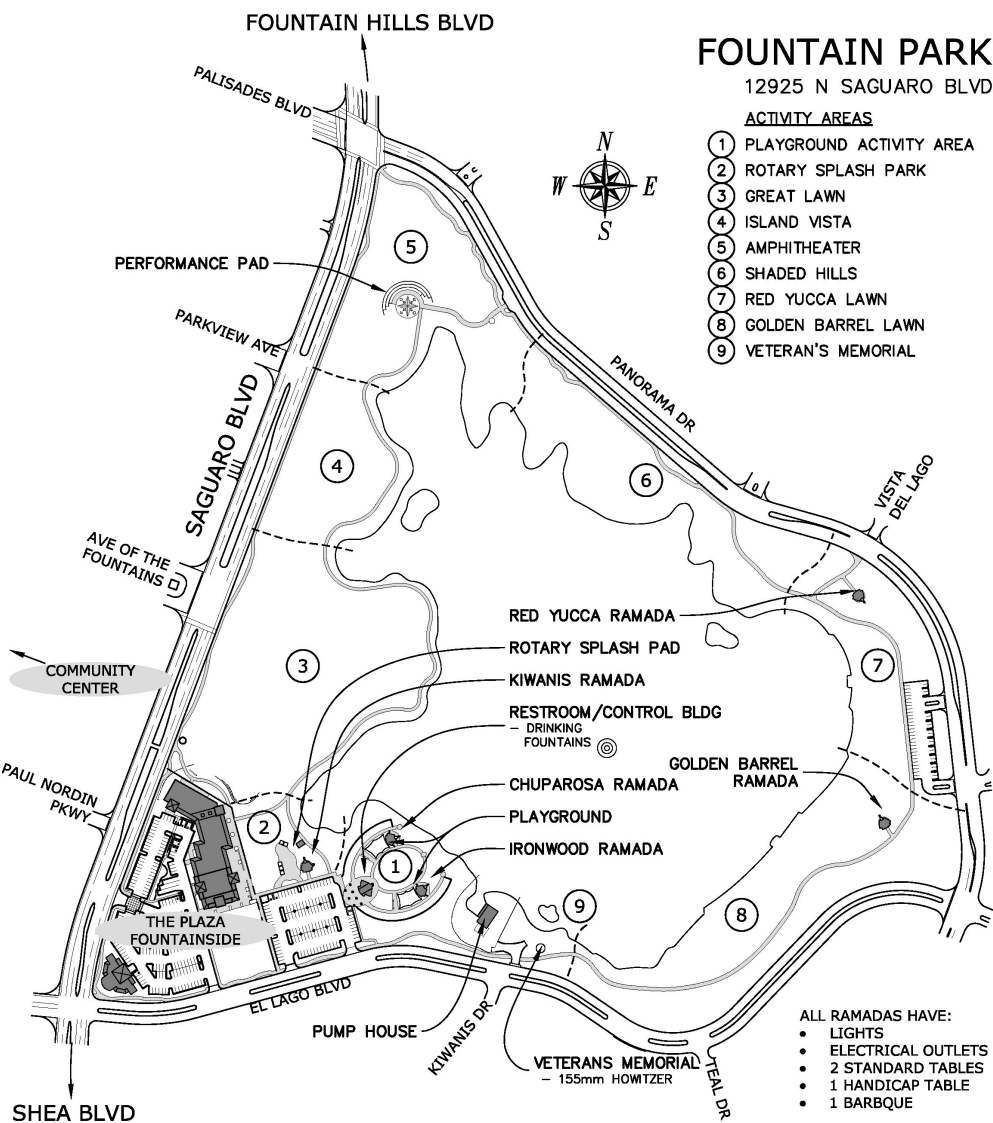
Depending on the function, additional permits may be necessary for rentals at Fountain Park. Tent rentals would require a permit. An 8 1/2" x 11" diagram showing the location, size of tent, and type of fabric would need to be submitted to the Fountain Hills Fire Department no later than two weeks prior to the event date. After a final inspection of the tent, FHFDD would then issue a permit.

#### **Do you have bathroom facilities?**

Fountain Park has public restroom located on the Southwest corner of the park; however, most events take place far away from those facilities.

#### **Do you require the event to use specific musicians?**

Your choice of music is permitted at no extra charge. Electricity for bands and DJs are available at the Fountain Park Amphitheater only. There are a few outlets between Open Turf Area 3 and Open Turf Area 4 along with those at the Amphitheater.



Built in 1970, the **World Famous Fountain** draws from a 33 surface acre, million gallon lake and reaches a daily estimated height of 330 feet using two of the three 600 horsepower pumps. The Fountain runs every hour on the hour for 15 minutes from 9 a.m. to 9 p.m. daily. On special occasions, the Fountain can reach a maximum estimated height of 560 feet. The Fountain can be run for an addition 30 minutes for weddings (see fee schedule).

## Food and Liquor Service

The Fountain Hills Community & Event Center requires food and liquor service be provided by a licensed and insured caterer or liquor service. Business license and insurance paperwork will be required prior to the event date for any person using the facility. The caterer will be required to follow all policies as set forth in the facilities Operating Policies; you will receive a copy of these policies as a part of the contract. It is your responsibility to provide a copy to all vendors who will be operating in the Center.

## Security

Uniformed security is required at all events where liquor is served. An officer is required to be present from the time the bar opens until one hour past the bar's closing time. The number of officers is determined by MCSO. The Center staff will arrange for security services through the Maricopa County Sheriff's Office. Payment for MCSO security will be collected by the Center's administrative staff.

## Table Sizes

Our banquet tables are 60" round and we have a limited number of 72" round tables available. Buffet tables are 72" long by 30" wide. Other tables available include (2) 48" rounds and (6) 36" round high-top cocktail tables.

## Clean Up

**You are responsible for all clean up.** You will be given an agreement to sign outlining cleaning requirements for the kitchen and all rooms used for your event; it is your responsibility to pass this information along to the catering staff and other vendors. Following the close of your event, all decorations and trash must be removed and placed into the dumpster located behind the Center. Any decorations or trash remaining, from the event, on floors or tables will be removed by the Center staff at the prevailing labor rate.

All items, including rental items, brought into the Center must be removed from the building immediately following your event. Prior arrangements are required to be made with Center staff when any rentals will be dropped off or picked up. No items are to be left in the building overnight. A member of your party is required to be on site for both delivery and pick up of any rental items; Center staff will not take responsibility for deliveries. Any items not picked up prior to midnight will be placed outside of the building in the gated parking area.

## Community & Event Center Rental Fees

Rooms	Rates	Notes
<b>Two (2) Ballrooms</b> (includes patio access & views)	\$1,900 up to eight (8) hrs. (typical)	Up to 160 people
<b>Grand Ballroom</b> (includes patio access & views)	\$3,020 up to eight (8) hrs. (typical)	Up to 400 people
<b>Grand Ballroom &amp; Lobby</b> <i>ALL DAY RATE: 7 a.m.-Midnight</i>	\$5,000 Friday – Sunday	
<b>Lobby</b>	\$250 up to four (4) hrs; \$50 per hour thereafter	

- All rentals include available tables and chairs set up to your specifications.
- The Community and Event Center does not supply any table linens, flatware, silverware, or glassware.
- The final number of ballrooms required will be determined by the Center staff based on the number of guests and set requirements for the individual event.

Additional rooms are available for dressing rooms, staging rooms, etc.

Rooms	Rates
<b>All Meeting Rooms</b> (include table, chairs, mirrors and clothing racks)	\$35 per hour

*Meeting rooms include Conference Room, Hopi, Pima, Yavapai, and Navajo.*

- Rental rates will be charged beginning at the time you enter the room until the time you exit the room.
- Due to the number of bookings in the Center if additional time is needed it must be reserved in advance, otherwise we cannot guarantee space availability.
- Ballroom rentals include use of the kitchen.
- All rentals are subject to applicable Arizona sales taxes.

### Do you provide your own catering? If so, can a customer opt to use an outside Caterer if they prefer?

No on-site service is available. Outside caterers are welcome; they must be licensed and insured. All documentation will need to be provided to Event Center staff prior to the event date

### What restrictions (if any) are there on decorations?

All fire code regulations must be followed. Candles must be enclosed (votive, hurricane lamp, floating). Nothing can be attached to facility walls or ceiling.

### What restrictions (if any) are there on photography and/or videography?

None.

### Does your venue often accommodate more than one wedding at a time?

Yes. Staff makes a conscious effort to book events so that they do not interfere with one another.

### Do you offer security, if required?

Yes. We contact the Maricopa County Sheriff's Office and make the necessary arrangements. Security is required for all events serving alcohol and some events not serving alcohol may require security as determined Center staff.

### Describe your bathroom facilities.

The Event Center has large, tastefully decorated restroom facilities.

### Describe your parking facilities.

Over 350 parking spaces are available in the Event Center complex. Additional parking along Avenue of the Fountains is also available.

### Is there handicap access and parking?

Yes, each facility complies with current ADA requirements. Several handicap accessible spots are located near the front entrance.

### Do you offer valet parking?

No.

### Do you provide ice?

Yes, the Event Center has an ice machine which makes up to 500 lbs. of ice.

# Frequently Asked Questions

## *Event Center*

### **What specialties is your venue known for?**

Both the Event Center and Fountain Park offer panoramic views of the surrounding mountains and the World Famous Fountain.

### **How many people does the space “comfortably” accommodate?**

The Event Center can accommodate up to 400. Fountain Park can accommodate several thousand depending on the specific area chosen for your event.

### **How do you usually charge?**

Event Center charges are based on the number of guests and amount of time required. Please see facility fee schedule for a current list of fees. Community and Event prices include all tables and chairs.

### **Do you provide rentals?**

Tables and chairs come with the room rental. Dance floor, AV equipment, and other items are available for an additional fee.

### **Do you provide dishes, silverware, and linens?**

The Community and Event Center does not supply any table linens, flatware, silverware, or glassware. Rental companies or caterers can provide these items.

### **Do you require customers to use a specific list of vendors?**

No, however, vendors must be licensed and insured. Proof of insurance is required.

### **Do you require customers to use your musicians? If you do not require this, is there an additional fee to bring in one's own musicians?**

Your choice of music is permitted, no extra charge. Additional electricity is available for bands, if needed. Please notify staff ahead of time.

### **Do you have any special side rooms that can be rented out for the occasion?**

The Event Center has meeting rooms available to rent if additional space is needed.

### **Do you have cooking facilities?**

The facility has a 990 sq. ft. warming kitchen available for use by a licensed and insured caterer. The kitchen is equipped with four convection ovens, stove top, two commercial size refrigerators, two coffee and tea machines, three-vat sinks, garbage disposal, and several feet of counter space.

## **Fountain Park Rental Fees**

Area	Flat Rate (Up to 4 hrs.)	Flat Rate (Over 4 hrs.)
Open Turf Areas <sup>2</sup>	\$250	\$500
Amphitheater	\$300	\$600

1. There are several Open Turf Areas at Fountain Park available for rental. The fee listed above is per area and each area can be reserved for approved activities. Individuals may reserve multiple areas for larger events and will be charged accordingly.

### **Rental Extra Fees**

Service	Rates
Alcohol Permit with Park Reservation	\$10 For 50 Consuming Adults
Fountain Operation <sup>1</sup>	\$250 Per Half-Hour
Park Personnel Labor <sup>2</sup>	\$15-\$30 Per Hour

1. Includes Park Personnel Labor Costs
  2. Additional Park Personnel Labor costs determined by the Community Services Department
- All rentals are subject to applicable Arizona sales taxes.

# Ballroom Wedding Pictures

